

SECRET
(When Filled In)

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(b) (3)
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FITNESS REPORT					EMPLOYEE SERIAL NUMBER (b) 6 <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div>	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle) MILLS, Montrell E.			2. DATE OF BIRTH 01/31/24	3. SEX M	4. GRADE GS-13	5. SD <div style="border: 1px solid black; width: 40px; height: 20px;"></div>
6. OFFICIAL POSITION TITLE Investigator			7. OFF/DIV/BR OF ASSIGNMENT OS <div style="border: 1px solid black; width: 80px; height: 20px;"></div>		8. CURRENT STATION Washington, D. C.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL		REASSIGNMENT SUPERVISOR
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL		REASSIGNMENT EMPLOYEE
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 January 1972			12. REPORTING PERIOD (From- to-) 1 January 1971 - 31 December 1971			
SECTION B PERFORMANCE EVALUATION						
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).						
SPECIFIC DUTY NO. 1 Reviews and analyzes a wide variety of operational support requests to determine the validity of the request and the best investigative techniques to insure accomplishment.						RATING LETTER S
SPECIFIC DUTY NO. 2 Provides direction and guidance to the domestic field offices through letters of assignment wherein he sets forth the methods and means to be used to insure successful completion of support requirements.						RATING LETTER S
SPECIFIC DUTY NO. 3 Reviews and analyzes the investigative results from the domestic field offices to insure compliance with requests and disseminates the finished product to the requestor.						RATING LETTER O
SPECIFIC DUTY NO. 4 Originates TWX's, cables and dispatches and memoranda as necessary to effect action and provide guidance in cases under his supervision.						RATING LETTER S
SPECIFIC DUTY NO. 5 Represents the Office of Security in conferences with case officers and other representatives of operating components concerning sensitive operational support matters.						RATING LETTER S
SPECIFIC DUTY NO. 6 Maintains records, files and ticklers to insure prompt attention to pending and deadline cases and to insure that operational support is promptly provided.						RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During this reporting period, Mr. Mills has continued his assignment with the [redacted]

Mr. Mills is a strong asset to this office and is completely competent and willing to handle the most complex operational support assignments. He is most thorough in coordinating and facilitating the details relating to these complex matters. In particular, he is able to project his professional attitude in a mature, straightforward manner and this quality often enables him to penetrate to the core of problems contained in his assignments. Mr. Mills also maintains efficient control of his work and often acts in the stead of his immediate supervisor during the latter's official absence.

He has, during the above reporting period, received two commendations for supervisory participation in sensitive support operations and has been recommended for promotion to the grade of GS-14.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

14 January 1972

SIGNATURE OF EMPLOYEE

Montrell E. Mills

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

24

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

14 January 1972

OFFICIAL TITLE OF SUPERVISOR

Chief, [redacted]

TY

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur in the ratings as given, and again support the recommendation for promotion.

Noted
1/18/72

DATE

1/17/72

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, [redacted]

TYPED OR

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